

Network Monitoring Job Scheduling Application RFP #13919

City of Milwaukee
Department of Administration – Business Operations Division – Procurement Services Section

Request for Proposal (RFP)

Vendor Company Name:	Purchasing Agent:	Karen Jeffries, CPPB
	Phone:	(414) 286-3612
Address:	E-Mail:	kdjeffr@milwaukee.gov
	RFP Closing Date:	September 10, 2015
	RFP Closing Time:	2:00 P.M, CST

Ship to Address:	Bill to Address:
Police - InformationTechnology 331-TECH 2333 North 49 th Street Milwaukee, WI 53210	Police Administration 331-ADMIN 749 West State Street, Room 714 Milwaukee, WI 53233

Request for Proposal (RFP) for a Formal Service Contract for a Network Monitoring Job Scheduling Application. The City of Milwaukee (hereafter known as the City) is soliciting proposals from fully qualified firms to provide the Milwaukee Police Department (MPD) with an application software solution to support the Department's efforts to automate various batch processes.

The MPD is seeking to replace the existing system of user interventions for the submission, monitoring and checking of background jobs for the MPD's RMS, CAD, Intellinetics, Morpho AFIS, Crime Analytics System, Crime Mapping System and other enterprise wide software systems with streamlined processes and implement a state-of-the-market solution, with a commercial-off-the-shelf (COTS) application, in accordance with the [MPD's RFP No. 13919 requirements listed in Attachment C: Specifications Questionnaire for a Network Monitoring Job Scheduling Application dated July 10, 2015](#) and the [MPD RFP No. 13919 Scope of Work \(SOW\) dated July 10, 2015](#).

This RFP will result in a Formal Service Contract Purchase Order Contract funded by the 2014 Byrne Justice Assistance Grant (JAG) that will commence from the date of award for a term in accordance with the grant delivery date requirement unless terminated or canceled by the City of Milwaukee, or extended as mutually agreed upon.

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Award Criteria and Points

(Evaluation of Proposals)

Element	Points	Comment
PASS/FAIL	PASS/FAIL	No consideration will be given for named account licensing structure or licensing based on the number of customer end-users.
Scope and System Overview	5	What is included in the system? What is not included?
Management Plan	5	What technique will be used to implement the plan?
Timetable, Transition	5	Expected timeline? Milestones? Testing?
Project Team Qualifications & Experience	15	Which projects has each person worked on?
Company Qualifications, Experience & References	15	Phone Numbers and Contact Names
Technical/Functional Specifications (including Administration) *	25	Responses required for all categories/sections
Price	25	Need breakdown for each year for first five years
System Warranty	5	Penalties for non-performance?
Total Points	100	
Bonus Points		

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<p>SBE Participation: Effective Utilization of a City Certified SBE Firm (Optional) Other Services Offered (Optional).</p> <p>Proposers who utilize a City-certified SBE vendor for this contract will be eligible for up to 10 additional points for subcontracting a portion of the work with a city certified SBE vendor. In order to qualify for these additional SBE points, proposers must provide details in their proposal response as to the percentage of the contract that will be subcontracted to the SBE vendor and a description of the meaningful services that the SBE subcontractor will be performing. The Office of Small Business Development Contractor Compliance Plan (Form A) must be completed and submitted with your proposal if you intend to utilize an SBE subcontractor. Failure to return these properly completed forms will result in disqualification from receiving the additional points for SBE participation.</p>	<p>Up to Ten (10) Additional Points</p>	
<p>If a Local Business Enterprise (LBE) is a responsive and responsible proposer, an additional number of points equal to 5% of the maximum number of points used in the evaluation of the RFP shall be applied to the total score attained by the LBE.</p>	<p>5% of the Maximum Number of Points</p>	

* **Note: Custom Coding and Custom Modification will result in reduced points**

** Detailed Costs required for:

Hardware

Software

Maintenance

Training/Documentation/Professional Services

Interfaces

Data conversion charges between releases

** All costs, for Years 1-5 need to be provided

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No consideration will be given for named account licensing structure or licensing based on the number of customer end-users.

Please indicate your Company's agreement with these restrictions?

☐ Yes ☐ No

Contact Person(s)

Any questions, clarifications, etc. must be sent ***in writing by email*** to the purchasing agent listed on the first page of this RFP no later than 4:45 P.M. CST on **August 18, 2015**. Requests received after that time will not be considered.

Proposers are specifically directed not to contact any City of Milwaukee staff other than the Purchasing Agent for meetings, conferences, or technical discussions related to this RFP. Unauthorized contact of any City Department employee is a cause for rejection of the proposal. Any additional information or clarifications provided to one Proposer will be provided to all Proposers in the form of an addendum posted to the City's web site (Bids Pending page).

Contact person for order placement:

Name: _____ Phone: _____
E-Mail: _____ Fax: _____

Contact person for signature of contract:

Name: _____ Phone: _____
E-Mail: _____ Fax: _____

Delivery Requirements

The selected vendor will deliver a software application system that will allow them to provide the products/services in accordance with the [MPD's RFP No. 13919 requirements listed in Attachment C: Specifications Questionnaire for a Network Monitoring Job Scheduling Application dated July 10, 2015](#) and the [MPD RFP No. 13919 Scope of Work \(SOW\) dated July 10, 2015](#).

Will you comply with these requirements?

☐ Yes ☐ No

If you cannot meet the above delivery requirement, your RFP will be considered non-responsive!

All goods must be delivered FOB destination.

Fuel and/or shipping surcharges are not allowed and will not be paid by the City of Milwaukee. If there is a freight increase prior to delivery of the product, the additional increase must be at the expense of the Proposer/contractor.

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Failure to adhere to the performance or delivery schedule as specified by the City of Milwaukee Police Department, in accordance with the grant award, shall render the Contractor liable for the difference between the "open market" and the contract price.

RFP Requirements:

- A. Invitation: Sealed proposals for furnishing supplies, equipment, work, material, labor, services, or material and labor combined as specified herein must be received in the Department of Administration, Business Operations Division, Procurement Services Section, Room 601, City Hall, 200 East Wells Street, Milwaukee, WI 53202, no later than the closing date and time listed on the first page of this RFP. All proposals received after the specified closing date and time will be rejected.

Proposals will be made available for review only after all interviews have been conducted and a contract has been fully executed.

- B. Proposals must be clearly marked, sealed and include the entire proposal and any attachments (preferably in 3-ring binders). The proposals must be provided prior to the closing date and time to:

City of Milwaukee
DOA-BOD-Procurement Services Section
200 E. Wells Street, Room 601
Milwaukee, WI 53202

The following number of copies must be provided:

- One (1) Set(s) clearly marked "ORIGINAL"
- Twelve (12) sets clearly marked "COPY"
- One (1) CD-ROM copy (Windows Format)

Proposals must be plainly marked with the following information:

- RFP #
- RFP description
- Name of the Proposer
- Closing Date
- Closing Time

Failure to submit the proposal in the manner described herein may result in proposal rejection.

- C. Plans and/or Specifications:

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- Proposer's Document Submission Checklist
- Cost Proposal Document
- Designation of Confidential, Trade Secret and Proprietary Information
- Office of Small Business Development (OSBD) Small Business Enterprise (SBE) Compliance Plan (Form A), *(if applicable)*
- No. 13919 Attachment C: Specifications Questionnaire for a Network Monitoring Job Scheduling Application dated July 10, 2015
- City of Milwaukee Police Department RFP No. 13919 Scope of Work (SOW) dated July 17, 2015
- Insurance Requirements
- Financial Stability/Performance Bond Requirements, *(Statement of Agreement)*

D. Deposit or Bond Requirements: None

E. Performance Bond Required:

- Include a Statement that your firm will provide a Performance Bond, for the amount of the contract award, or an amount deemed appropriate by the City of Milwaukee, if your firm is awarded a contract as a result of this RFP.

Addenda to the RFP

Any changes made as a result of a written request will be issued via an addendum, and, if necessary, an extension will be made to the RFP closing date. Any addenda will be posted to the City of Milwaukee Procurement Services website (www.city.milwaukee.gov > Directory > Procurement Services (Purchasing) > Contract Opportunities > Current Bid Opportunities). Proposers are responsible for checking this website for any future addenda, etc., prior to the RFP closing date. All addenda must be signed and returned by the RFP closing date and time (electronic signatures are acceptable). Proposers who do not return the addenda may have their proposal rejected. If you are unable to access the internet, contact Procurement Services at 414-286-3501 to obtain a hard copy.

Insurance Requirements

The successful proposer will be required to provide a certificate of insurance acceptable to the City of Milwaukee evidencing appropriate insurance coverage is in effect. An acceptable certificate of insurance must be provided to the City of Milwaukee prior to contract execution. In addition, updated certificates must be provided showing appropriate insurance coverage throughout the term of the contract.

Americans With Disabilities Act

Proposer agrees that they will comply with all applicable requirements of the Americans with Disability Act of 1990, 42 U.S.C. 12101, et seq.

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Will you comply with these requirements?

☐ Yes ☐ No

Failure to comply with this requirement may result in rejection of your proposal.

SBE Requirements

Has your business been certified as a Small Business Enterprise by the City of Milwaukee's Office of Small Business Development?

☐ Yes ☐ No

This RFP does not require Small Business Enterprise (SBE) participation. However, the City strongly encourages the use of certified City of Milwaukee SBE firms for any supplementary services attendant to the goods or services provided hereunder. Use of SBE firms whenever possible throughout the course of this engagement for such supplementary services is strongly encouraged by the City, but is not a requirement for submitting a RFP, unless otherwise specified. Information regarding the Office of Small Business Development (OSBD) SBE program can be obtained from:

Office of Small Business Development
City of Milwaukee
200 E. Wells Street, Room 606
Milwaukee, WI 53202
414-286-5553

Was your business previously certified with the former City of Milwaukee Emerging Business Enterprise (EBE) program?

☐ Yes ☐ No

If you are interested in the SBE certification process for your business, please contact the Office of Small Business Development (OSBD) for more information at 414-286-5553.

Local Business Enterprise Contracting Standards

RFPs that are issued on or after August 10, 2009 include a Local Business Enterprise (LBE) RFP incentive in accordance with Chapter 365 of the Milwaukee Code of Ordinances. Please note that the LBE criteria has been revised, effective December 18, 2009. Information regarding the LBE incentive and revised criteria can be found on the Procurement Services website at: <http://city.milwaukee.gov> > Directory > Procurement Services (Purchasing) > Programs > Local Business Enterprise (LBE) Program.

It is your responsibility as a Proposer to familiarize yourself with this ordinance prior to submitting your RFP.

Local business enterprise means a business which satisfies all of the following criteria:

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- A. Owns or leases property within the geographical boundaries of the City of Milwaukee. Post office boxes shall not suffice to establish compliance as a local business enterprise. A residential address may suffice to establish compliance as a Local Business Enterprise, but only if the business does not own or lease other real property, either within or outside the geographical boundaries of the City of Milwaukee. Leased property shall not suffice to establish compliance as a Local Business Enterprise unless at least half of the acreage of all the real property owned or leased by the business is located within the geographical boundaries of the City of Milwaukee.
- B. Has owned or leased real property and has been doing business within the geographical boundaries of the City of Milwaukee for at least one year.
- C. Is not delinquent in the payment of any local taxes, charges or fees, or has entered into an agreement to pay any delinquency and is abiding by the terms of the agreement.
- D. Will perform at least 10% of the monetary value of the work required under the contract.

The notarized Local Business Enterprise Program Affidavit of Compliance must be submitted with your response to be considered for LBE status. Electronic signatures are acceptable. This affidavit can be found on the same page with the LBE Ordinance at the website referenced above.

Slavery Disclosure Affidavit

Effective May 31, 2014, the City of Milwaukee adopted Ordinance 310-14 relative to the disclosure of participation in or profits derived from slavery by contractors. All contractors whose company was established during the slavery era, and awarded a contract on behalf of the City of Milwaukee, whether or not subject to a competitive bid, shall complete an affidavit prior to entering into the contract verifying that the contractor has searched any and all records of the company or any predecessor company regarding records of investments or profits from slavery or slaveholder insurance policies during the slavery era. The names of any enslaved persons or slaveholders described in those records must be disclosed in the affidavit.

The City shall make the information contained in the affidavit available to the public. Any contract between the city and a contractor which fails to provide the requisite affidavit or which includes material false information on such affidavit shall be rendered null and void.

Form W-9

The City of Milwaukee uses the information from the contractor's Form W-9 for set-up and continued maintenance of tax information. The Form W-9 is a required form to ensure payment can be made and any appropriate reporting performed in the event of a bid award. Please provide a copy of your current W-9 with your bid submission.

Blank copies of the W-9 form are available from the Internal Revenue Service (<http://www.irs.gov>).

Terms and Conditions

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Your proposal is an offer to perform or supply the service or materials described above in accordance with the terms and conditions set forth in the RFP, City of Milwaukee RFP Standard Terms and Conditions dated 4/15/2014; Formal Contract for Services dated 3/24/2014, Terms and Conditions of This Purchase Order dated 2/1/2012 and the City of Milwaukee Contract.

Your proposal must meet the plan(s) or scope of services set forth herein and RFP No. 13919 Scope of Work Section XVIII - Additional Terms and Conditions. Proposals must be submitted on the forms provided with attachments as applicable.

Proposers are cautioned not to change any of the terms or conditions in the RFP and/or specifications without the written approval of Procurement Services. Any unauthorized changes will constitute a counteroffer and will subject the proposal to rejection.

Payment Terms

It is the City's policy to pay all invoices within 30 days. If the City does not make payment within 45 days after receipt of properly completed supporting payment and other required contract documentation, the city shall pay simple interest beginning with the 31st calendar day at the rate of one percent per month (unless the amount due is subject to a good-faith dispute and, before the 45th day of receipt, notice of the dispute is sent to the contractor by first-class mail, personally delivered, or sent in accordance with the notice provisions in the contract). If there are subcontractors, consistent with S.66.0135(3), Wis. Stats., the prime contractor must pay the subcontractors for satisfactory work within seven days of the contractor's receipt of payment from the City of Milwaukee, or seven (7) days from receipt of a properly submitted and approved invoice from the subcontractor, whichever is later. If the contractor fails to make timely payment to a subcontractor, the contractor shall pay interest at the rate of 12 percent per year, compounded monthly, beginning with the 8th calendar day. Reference Common Council File No. 101137 adopted January 2011.

Please indicate if you would like to offer a payment discount to the City:

_____ % _____ days

Proposers are requested to state their best cash discount on the line below for payment made within thirty (30) days following receipt and acceptance of this service. Cash discounts offered by the Proposers, ONLY if payment terms are thirty (30) days or more, may be considered in determining the cost of your proposal. However, if the Proposer who is awarded this contract has quoted a more favorable discount for earlier payment, and the City pays within that earlier timeframe, the Proposer will be held to that quoted discount.

Payment Monitoring Requirements

All Contractors awarded a contract valued at \$25,000.00 or more are required to participate in training on the City of Milwaukee's contract compliance software. Contractors must complete the training no later than 30 days after the date of contract award. Throughout the contract term, Contractors are required to regularly provide timely payment information in the City's contract compliance software. Please contact the Office of Small Business Development (OSBD) at 414-286-5553 should you have any questions or concerns regarding the training process.

Special Interests

Does any officer, employee, agent, member of a governing body, or public official of the City of Milwaukee who exercises any functions or responsibilities in connection with the reviewing, approving or administering the carrying out of any services or requirements to which this RFP pertains, have any personal interest, direct or indirect, in this RFP and any contract that may result thereof?

☐ Yes ☐ No

Cooperative Purchasing

Would you be willing to extend the pricing from any contract that may result from this RFP to other V.A.L.U.E. members of local government entities in the Southeastern Wisconsin area, including but not limited to, the Milwaukee Metropolitan Sewerage District (MMSD) and/or Milwaukee Public Schools (MPS)?

☐ Yes ☐ No

Please be advised that the award of this RFP by the City of Milwaukee is not contingent upon your agreement to the above request. If, however, you agree to extend to any other agencies, each agency will be responsible for issuing and administering its own contract and resulting purchase order.

Tips for Responders

Below is a list of common items that may result in the City of Milwaukee deeming your proposal to be non-responsive / non-compliant:

- Not fully completing and/or signing the binding signature page
- Not providing the required addenda with your proposal
- Not completing or submitting the required attachments (SBE requirements, Affidavits of Compliance, Living Wage Affidavit, etc.) and returning them with the proposal
- Proposal not received prior to the closing date / time
- Not submitting a quote for all line items or an entire group. Read the award statement carefully.
- Taking exception to the RFP requirements or specification(s) without approval from the Procurement Services Section.
- Not submitting the specification with your proposal, when the City requires you to indicate whether you comply with specific items in the specification.
- Providing a price list that is different than the pricing information requested.
- Not providing a warranty statement when required, or providing one that conflicts with the City's specifications.
- Not providing descriptive literature when required.
- Submitting pricing information for a brand or part number different than requested when there is "no substitute" indicated.
- Not providing pricing in the correct units of measurement indicated on the Request for Proposal.
- Not having a service facility within the physical distance indicated in the Request for Proposal.

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- Failure to submit your proposal in the sequence detailed in the “Proposers and/or Bidders Submission Checklist”.

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Binding Signatures for Formal RFP and Contract

The undersigned Proposer, by its authorized person signing below, proposes to furnish the services, work, material, labor, or material and labor combined described above at the prices named above in accordance with the plans and the terms and conditions as set forth in the RFP, the Standard Terms and Conditions, the City contract, and if its Proposal is accepted, the Proposer agrees to all provisions set forth herein will become binding as part of a contract upon the fulfillment of all conditions precedent set forth herein. Proposer further assures that, if the Proposer's performance is contingent upon the acts of another party, the Proposer has the necessary commitment to complete the contract.

This agreement constitutes the entire agreement between the parties relating to the subject matter of this agreement. All prior understandings, agreements, correspondence and discussions of the parties are merged into and made a part of this agreement.

This binding signature page must be completed in its entirety, and it must be fully signed, or your RFP may be rejected. Electronic signatures are acceptable. Your signature will signify your agreement to all pricing, terms and conditions stated herein. Respondents are required to complete and return all RFP pages with their response.

CONTRACTOR

Proposer's Firm:	
Address:	
City, State, Zip:	
Telephone:	
Fax:	
E-Mail:	
Federal ID #	
Date:	
Signature:	
Printed Name:	
Title:	
Signature:	
Printed Name:	
Title:	
Witness Signature:	
Printed Name:	
Title:	
Witness Signature:	
Printed Name:	
Title:	

FOR OFFICIAL CITY USE ONLY

CITY OF MILWAUKEE, a municipal corporation	
By:	City of Milwaukee Purchasing Director
Date:	
Countersigned:	
By:	City Comptroller
Date:	